



Adult FE

Student Handbook



RUNSHAW COLLEGE

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Handbook for Adult
FE students

The college addresses are:

Leyland Campus

Langdale Road
Leyland
Lancashire
PR25 3DQ
Telephone: 01772 622677
01772 642020

Community Venue

Strawberry Fields Digital Hub Chorley
Euxton Lane
Chorley
PR7 1PS
Telephone: 01257 221500

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Welcome to Runshaw!

Adult courses at Runshaw start on different days and at different times. You will have been advised of your start details by the admissions team and will have received an email from your course leader with further information in it about the day one arrangements for your course. On arrival for your first day on campus, there will be staff available to assist you locating the classroom for your lesson.

Daytime classes:

These are at the rear of the Leyland Campus which is a multiple building site, the majority of classes will be located in the Dalehead Building.

A plan of the building is included within the welcome pack, accessible on Moodle. The reception desk is located at the point of entry and staff members will be available to assist you in finding your room.

Evening classes:

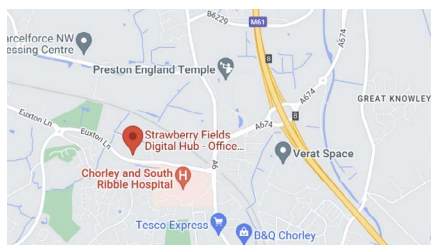
These are also in the Dalehead Building at the Leyland Campus, A plan of the buildings is included within the welcome pack, accessible on Moodle. You can park at the rear of the campus by Dalehead Building or in front of the college on the hatched areas when arriving after 16:30, but not on double yellow lines.

Community Venues

Strawberry Fields Digital Hub Chorley
Euxton Lane
Chorley
PR7 1PS
Tel. 01257 221500

Parking is available on site.

Strawberry Fields Digital Hub is to be found on Euxton Lane (B5252) to the north of Chorley town centre, just off J8 M61, providing immediate access to the region's motorway network.



It is our aim to support each student to fulfil their potential. You will find a copy of our Student Charter in this handbook; the charter is designed to ensure that you achieve the greatest success at college.

High Expectations

We know that as a student here you will naturally have very high expectations of the college and that you will be reassured that we also have high expectations of you!

Our expectations are simple.

We expect you to:

- **Attend** all lessons on time – online or on campus
- **Behave** appropriately at all times and adhere to the Runshaw Respect agenda
- Wear your membership **card** visibly at all times so that everyone can see that you have a legitimate right to be on the campus
- Meet all **deadlines** that are set as part of your Study Programme
- **Ensure** that you are fully committed to, and engage with, all aspects of learning and college life.

“Runshaw is a really safe and happy place to study and to work ... we really appreciate everyone's support to keep it that way.”

You should also refer to our Student Charter which you will find on Moodle and in this handbook. This Charter outlines what you can expect in terms of commitment from teachers and staff at the college and what is expected of you. If a student fails to meet our high expectations then the college will intervene.

College Membership Cards

Once your photograph has been uploaded via the portal, we will be able to produce your membership card. This will be distributed to you by your Tutor in class. You need to visibly wear your college membership card on a lanyard whilst you are at college; this college rule is in place to ensure your safety and must be adhered to. Your membership card identifies you as a Runshaw student and that you have a legitimate right to be on campus.

Your membership card also enables you to access all of the college's facilities. You need to show your membership card to staff when paying for goods in the college retail outlets. All organisations expect their employees to wear IDs and we are mirroring this workplace expectation; all Runshaw staff, students and visitors are expected to wear IDs at all times in college. If you lose your membership card, you need to purchase a replacement from the Programme Office at Dalehead Reception or request a replacement from the evening Centre Administrator.

Dress Code

Whilst in college please wear clothes which are appropriate for a learning community.

When in college we ask students not to;

- wear clothing which causes offence to others (e.g. clothes that are too revealing or display offensive slogans or images)
- dress in ways which are inappropriate or disrespectful
- wear clothes or garments which the College deems to interfere with teaching and learning, or to pose a risk to health and safety (e.g. a garment, hood or head gear, which covers up the face).

Study Programmes

You have enrolled onto a programme consisting of both timetabled learning hours and independent study. Our expectation is that every hour of classroom tuition is matched with an hour of independent study. Independent study skills are essential for success at this level and also develop key employability skills. Independent study includes: research, interviews, reports, wider reading, revision, preparing presentations, managing files, organising notes in addition to writing up classwork and completing independent work.

To ensure success on your study programme, the following questions act as a very useful guide to help you develop a positive approach towards your studies and to boost your resilience:

- **Vision:** How well do you know what you want to achieve?
- **Effort:** How many hours of independent study do you complete per week?
- **Systems:** How do you organise your learning and manage your time?



- **Practice:** What kind of work do you do to develop your skills?
- **Attitude:** How do you respond to setbacks?

Your Student Portal is designed to provide you with all the information required to successfully manage your academic progress at college; enabling you to check your attendance, progress update reports, exam timetable and SMART targets. You can also develop your CV and record your intended progression. Please take the time to familiarise yourself with the other facilities available on your portal, including RunshawPay.

Role of the Progress Mentor

Access to Higher Education students are allocated a Progress Mentor. This is because Access to HE is a "full-time" course of study. Progress Mentors offer individual support and guidance throughout the course and are responsible for monitoring attendance, achievement, progress and welfare. Access to HE students attend a group tutorial session each week as part of their study programme.

Students on all other Adult Further Education courses receive their support through their class teacher. They monitor your attendance, achievement, progress and welfare. Where further support is required or a concern has been identified by the class teacher, a referral can be made to the Programme Office and the Progress Mentor will contact you.

Attendance

We have very high expectations regarding student attendance, as absence from lessons, in classrooms or online, is one of the major factors which contribute to students not reaching their full potential; we **expect that you will attend all timetabled lessons whether they are in the classroom or online**. If you are absent for any reason, your teacher will want to check that this was unavoidable and you will be required to provide supporting evidence.

Your attendance is recorded by the teacher and can be confirmed on the Student Portal. Excellent attendance helps to prepare you for your future career; it is a key employability skill. Your overall attendance may also be used to assess your eligibility for some bursaries (course specific).

Non-attendance impacts upon your chances of success and as such not meeting with the college expectation for high attendance could result in disciplinary action and your withdrawal from the course.

As an adult student, it is not uncommon to have to balance your studies with other commitments including paid employment and childcare. **It is important from the outset that you have a firm plan in place to allow you to attend fully**, with a back-up plan in case things are not going as anticipated.

Absence

Student absence hotline: **01772 642020**

Should you be unavoidably absent from college, you should ring the appropriate number after 08:15 but before 16:30 on each day of absence.

No other means of notification, including emailing teachers directly, should be used as an alternative.

During your college interview you will have been informed that we do not allow students to take holidays during term time; this policy is also outlined in our offer documents. Please refer to the calendar of key dates provided at enrolment so you can avoid planning holidays during term time. Any holidays taken in term time will lead to disciplinary action.

You should not make routine appointments for personal matters (e.g. a visit to a doctor or

a dentist – for yourself or a dependant) during lesson time. These must be arranged outside of the college day.

Progress Updates

Progress updates will be completed by your tutors in October, December, February, March and May. Dependant on your course these updates will also be available to you on the Student Portal.

Emails

All students will have a Runshaw College e-mail address. We expect students and staff to use their student e-mail addresses rather than private e-mail addresses for communication about College matters.

You are expected to regularly check your Runshaw e-mail inbox for communication from the College and we work on the assumption that you do. If you choose, you can set up a divert from your college account into your private account.

Exams and Assessments

Exam timetables will be produced by the college and available to you on your Student Portal. **It is your responsibility to check these timetables are correct.** If you ever have any queries about your exams, you should speak to your Progress Mentor or Teacher in the first instance.

Full attendance is vital for success: your course may have external and internal examinations and assessments throughout. If you fail to sit examinations, the college reserves the right to withdraw you from the qualification and charge you for the papers missed. You must abide by all exam regulations; you will find these on your Student Portal. You will also receive any exam results through the Student Portal.

Plagiarism

Plagiarism can be unacknowledged copying from published sources or incomplete referencing. Taking and deliberately using another person's ideas or writing and claiming it as your own is also plagiarism. It is unacceptable to copy work written by another student and submit it as your own or allow another student to copy your work and submit it as their own. Plagiarism and copying applies to: coursework, assessment, personal directed study and UCAS personal statements.



It is unacceptable to work closely with another student to copy each other's answers and present it as your own. This is known as collusion. This should not be confused with group-work or collaborative learning where students work together to share ideas in order to generate knowledge and understanding to then independently complete work set. Please speak to your Teacher or Progress Mentor if you have questions in relation to this.

Any student found to be involved in plagiarism will be referred for formal disciplinary action.

Additional Learning Support (ALS)

We have a dedicated team of professionals who support students with any disability or additional learning support needs. Our team is committed to ensuring that every student has the support and resources to achieve their full potential at college. Whether you have a special educational need or a disability, our team of support workers will be there for you every step of the way, providing tailored support to help you get the most out of learning during your time at college.

If you have a learning difference or disability, for example, Dyslexia, Dyspraxia or Autism, we have specialist teams of staff who may be able to support you to access assistive technology or tailored support, throughout your time at college. If you have a physical disability, visual or hearing impairment, we have a specialist

support team who will do their best to provide you with all the support, equipment, access and learning resources you might need throughout your time at college. This support is confidential, and information provided will only be shared with the appropriate staff in college to meet your individual needs.

Additional Learning Support is a multi-functional resource, based in L014, that you can access while at college. It can provide you with additional support or a quiet place to sit or the opportunity to join in with our Runshaw Social Group. Study Support is staffed by a members of the Study Support Team who will be able to give you more information on any of the following:

- Access to Education Support Workers (ESW), similar to Teaching Assistants (TA)
- One-to-one or small group weekly support sessions
- One-to-one support for English and Maths
- Assistive Technology - Specialist software training and equipment loans, where appropriate
- A quiet space to sit during breaks and/or lunch time, if you need it

Exam Access Arrangements assessments & Education Health and Care Plan (EHCP) If you have an Education, Health and Care Plan, we will work with you, and the Local Authority to ensure that you get the best possible support package whilst you are a student at Runshaw.

Student Services

Student Services aim to support students in their studies and assist them in overcoming obstacles to success, achievement and progression. The friendly and professional team offer a free information, advice and guidance service to anyone needing advice and/or support with learning, welfare issues, careers and progression routes.

Teams within Student Services include: Careers Education, Information and Guidance, Enrichment, Finance, Transport, Student Communications, Volunteering and the Learning Centres (Library and Study Zones).

College Learning Centres (Library and Study Zones)

Your Library gives every student access to a wide range of resources to support their studies. Students can borrow textbooks, revision guides and wider subject reading. We also have magazines and journals for the latest news and information. You can access 1000's of ebooks, magazine articles and other online resources through our 'Discovery' service on Library Moodle. We also have a wide selection of fiction books for students to choose from. Students can use the click and collect system

The Study Zone in Dalehead has quiet, individual study spaces and PCs and that you can book in advance or drop in and use when you have a study period. Both Dalehead and Mardale study zones have refreshment and catering facilities available for you to use and also use of photocopiers and printers.

The Library team will help students find the books and online resources books they need. If you need help – just ask. Call in or email library@runshaw.ac.uk

The Study Zones offer skill boosting 30-minute one-to-ones and workshops. The Study Zone team help students develop independent learning skills by providing advice on techniques and strategies for time management, organisation, writing assignments and essays, revision and preparing for exams. There are 3 ways to book a one-to-one: via Appointments on the Student Portal, calling into a Study Zone to speak to a member of staff or by emailing: studyzone@runshaw.ac.uk

Enrichment

As a student at Runshaw College, you will be able to access our college enrichment. You will be able to find enrichment timetables advertised across college, as well as in the weekly ASPIRE magazine. We also have an extensive online enrichment programme, Xtra, that you can access at all times of the day, offering a wide range of online courses, training and activity that will enable to further develop your skills for employment and beyond! If you would like to discuss enrichment opportunities, please call in at Student Services and the team would be happy to answer any questions that you may have.

Finance and Bursary

There is a Advanced Learner Loans Bursary available to adult students who have a household income of less than £25000, evidenced by eligible benefit proof. To access this fund, please email finance@runshaw.ac.uk and the team will be able to guide you through the application process. On successful application, students will be able to access the following:

- Technology support for College enabled devices
- Free daily meal
- Monthly (during term time only) bursary to help with course related costs and expenses.
- Childcare eligible if the household income is below the above threshold and who are at risk of not starting the course or continuing learning because of childcare costs.

Multi-faith and Contemplation Spaces

Multi-faith Facilities and contemplation spaces are available in Silverdale Hub.

ASPIRE Magazine

Each Thursday, the ASPIRE magazine is released online, to all Runshaw College students. The magazine supports all personal development and college opportunities, as well communicating cross college events, job vacancies and external opportunities that may be of interest.

ASPIRE App

As a student at the college, you will be able to access the ASPIRE app, available to download from the Apple and Android store. You will be able to receive notifications from your programme, as well as access the latest student offers, benefits and opportunities, all in the palm of your hand!

Careers Support

Excellent careers guidance makes sure there is equality of opportunity. It unlocks potential and transforms outcomes for people of all ages. At Runshaw College, we provide a fully embedded programme of career education and guidance and strive to ensure all stakeholders including students, staff, governors and employers are aware of the support available and have input in its content and delivery.

All students will have access to high quality information about future study options and labour market opportunities. Support from professionally trained advisers will be available to ensure this information is used effectively as part of the career planning process.

Appointments with the Careers Guidance Team can be booked via the Student Portal.

We aim to ensure everyone has access to the right advice, in the right place at the right time!

- As our students will have different career guidance needs at different stages, opportunities for this support will be tailored to the needs of each individual student.
- Equality and diversity will be considered throughout when designing and implementing the career focussed activities within the college.
- Every student studying at the college will have multiple opportunities to learn from employers about work, employment and the skills valued in the workplace.

Every student will have opportunities for guidance interviews with a careers adviser (who is trained to the appropriate level). These will be available whenever significant study or career choices are being made.



Hate Crime

From September 2018, Runshaw College became a Third Party Reporting Centre for Hate Crime for our Staff and Students.

Hate Crime is massively under-reported and unfortunately on the rise. In 2017 the number of reports received in the UK grew by approximately 6% but the number of incidents committed by an estimated 34%. It is key that victims and witnesses speak up.

Part of the strategy to encourage this, is the provision of centres in the local community where reports can be made to the Police away from a Police station. This is where Third-Party reporting centres come in.

Working closely with Lancashire Police, we are providing this service to allow staff and students, who have experienced or witnessed a Hate Crime anywhere to report it in a safe and supported way.

What is a Hate Crime?

Hate crimes are any crimes that are targeted at a person because of hostility or prejudice towards their:

- disability
- race or ethnicity
- religion or belief
- sexual orientation
- transgender identity

A hate crime can be committed against a person or property. A victim doesn't have to be a member of the group the hostility is targeted at. In fact, anyone could be a victim of a hate crime.

Hate crime in any form is wrong! By reporting hate crime when it happens, you can help stop it happening to someone else.

Students who have been a victim of, or witnessed, a Hate Crime should inform a teacher, their Progress Mentor or a member of the Student Services Team.

Alternatively, they can email: hatecrime@runshaw.ac.uk and a member of the Safeguarding Team will contact them to discuss further.

Volunteering

Volunteering is a great way of making friends, helping others, building your employability skills and broadening your interests. Please contact Student Services and speak to a member of the team; they will be happy to help you.

Work Related Activities

We actively encourage you to develop and enhance your employability skills during your time here to prepare you for your future progression and work. You should take full advantage of the range of opportunities available to you at college to help you develop the skills employers' value, including volunteering and enrichment activities. You will be able to record any paid work, experience of work and inspirational activities, and describe the skills you have acquired, on your employability pyramid, on your Student Portal. These details will be added to your Runshaw CV. You will also record your intended destination after college. This is really beneficial as it informs staff of your progression plans; allowing us to provide you with the most appropriate information, advice and guidance. Where applicable, your subject tutors or Progress Mentor will refer to this information when writing your UCAS or employment reference.

Experience of Work

During your time at college you will be encouraged to develop and produce a strong CV through our online Runshaw CV facility. The development of employability skills is high on the government agenda and is required by all employers and universities. You can enhance these skills through experience of work.

Part time Work

This is an excellent way for you to gain additional work experience and earn an income whilst studying for your qualification. Yet research has confirmed that excessive work hours and not finding a balance in your work load and other commitments impacts on

students' academic performance in college and achievement.

Safeguarding

Runshaw College is committed to safeguarding and promoting the welfare of young people and vulnerable adults. If you have any concerns about your wellbeing, safety or rights, then you should inform a teacher, a Progress Mentor or a member of the Student Services Team. Alternatively, you can call the Safeguarding Helpline on 01772 644377, 08:30 until 16:30, Monday to Friday (term time only).

Prevent Strategy

Prevent is one of the four elements of CONTEST, the government's counter-terrorism strategy. As a college we have a responsibility to protect our students from extremist and violent views in the same way we protect them from other risk taking behaviour.

We also have a responsibility to promote our fundamental British Values to facilitate free debate, the values of:

- tolerance
- individual liberty
- the rule of law
- democracy
- mutual respect

These are the characteristics of British Citizenship. Importantly, we provide a safe place for students to discuss these issues so they better understand how to protect themselves. If you have any concerns, then you should inform a tutor, your Progress Mentor or a member of the Student Services Team. Alternatively, you can call the Safeguarding Helpline on 01772 644377, 08:30 until 16:30, Monday to Friday (term time only).

E-Safety

E-Safety encompasses Internet technologies and electronic communications; including mobile phones, games consoles and wireless technology, as well as collaboration tools and personal publishing. It highlights the need to educate students about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience. The IT Acceptable Usage Policy which contains full conditions for using College I.T. facilities is available via Moodle or the Student Portal.

We ask you to make yourself familiar with them. Please treat all college equipment with respect.

Car Parking

There will be limited free parking available on campus. You will be required to register your car with Student Services in exchange for a parking permit. All cars must display a valid Runshaw permit, and will be subject to car parking monitoring by an external company and subject to fines.

Between 9.0am and 3.00pm there will be parking at the front of the building but not on double yellow lines. The Adult Hub is in Dalehead at the rear of the site. Please see the campus maps available on the Adult Programme Moodle page for further information.

Please make your Tutor or Progress Mentor aware if you require disabled parking, as these spaces are limited.

Smoking

Smoking is only permitted in designated areas. These will be signposted to you by your tutor during the course induction. Use of electronic cigarettes and vaping are also only permitted in designated areas.

Learner Voice

The college is committed to listening to our learners and acting on their views. There will be many opportunities throughout your time here for you to contribute to the development of the college. You may choose to be a Personal Tutor Representative (full time courses), be a member of the Student Council or be asked to take part in a focus group. We also hold an election for Student Governor annually. Students can also be asked to complete surveys about the services they receive in college, this can cover functions such as catering or the college library. Annually, you will be asked for your views on the teaching and learning at college through our Learner Survey.

We want you to be very happy here and we wish you every success with your studies. We welcome any feedback from you during your time here at Runshaw.

Making a Complaint

The College aims to ensure that all complaints received are dealt with promptly, fairly, professionally and in a non-discriminatory manner, and that appropriate action is taken where necessary. You should address any complaint directly to the Assistant Principal – Robert Jones jones.r@runshaw.ac.uk or relevant Head of Studies. Complaints are acknowledged within two working days of receipt.



STUDENT CHARTER

We believe education changes lives, so we put teaching and learning and the needs of our students first.

Therefore the College is committed to:

1. Providing a safe, supportive and inclusive environment where difference is celebrated.
2. Ensuring you are given accurate information about your chosen course and are placed on a study programme that meets your individual needs.
3. Identifying your learning needs and providing support to enable you to settle into college quickly.
4. Developing positive working relationships with you that are built on a foundation of mutual respect.
5. Agreeing targets with you that are meaningful, challenging and support you in reaching your full potential.
6. Providing high quality teaching, learning and assessment to engage and motivate you.
7. Delivering impartial information, advice and guidance on career and personal goals.
8. Providing comprehensive, high quality support services that remove barriers to learning and develop positive attitudes and skills.
9. Listening to your views and taking action to further improve your college experience.
10. Providing a wide range of opportunities to develop your employability skills, interests and ambitions.

Our aim is to make sure you are happy, safe and successful. In order to achieve this aim, it is important that you work in partnership with us and meet our expectations.

This includes to:

1. Embrace the spirit of Runshaw Respect.
2. Attend all classes, exams, appointments, work experience / placements sessions and learning commitments punctually; report and account for any absence or lateness.
3. Tell us promptly about any additional help you may require so we can provide the best support for you.
4. Value everyone in our learning and wider community, treating them with courtesy and respect at all times.
5. Actively engage with all learning and support opportunities both in lessons, and outside of the classroom.
6. Meet the requirements of your study programme such as assessment deadlines, coming prepared to lessons and completing tasks set for personal directed study.
7. Complete all work to the best of your ability and use the feedback you are given to further improve and meet agreed targets.
8. Respect the college environment and act responsibly and safely at all times.
9. Take responsibility for your own learning, development and progression, participating fully in activities that support your future.
10. Participate fully in opportunities to share your views, providing constructive feedback to enable the College to continually improve your experience.

Induction Checklist

When starting on your course, your teacher(s) (and Progress Mentor where allocated) will cover some key information with you in the first few weeks. This checklist covers these information topics and is available for completion through your student portal. **You should be able to tick against each one by the end of the first term.** If you have any queries or cannot access the checklist through your student portal, please speak to your teacher or Progress Mentor.

- I am aware of the Academic Expectations and the Student Charter.
- I am aware of the services provided by Student Services, Study Support, and how to book appointments.
- I understand E-Safety and Safeguarding and know who to contact if I need support.
- I understand that the Fundamental British Values are - Democracy, The Rule of Law, Individual Liberty, Mutual Respect and Tolerance.
- I have been given and understand information on Prevent and I know who to speak to if I have any concerns regarding extremism and radicalisation.
- I have been given and understand information on Runshaw Respect.
- I have considered my minimum target grade, long term goal and any issues or concerns I have with my Tutor and have completed SMART targets electronically
- I have disclosed my support and health needs to my Tutor and if required I have a personal evacuation plan (PEEP) in place. I understand the emergency evacuation procedure.
- I have uploaded a photo through student portal
- I have received an induction to the College campus and know where facilities are such as: Toilets, smoking shelter, car parking (including speed limitations) bicycle shelter, programme office and main reception
- The course team have explained, and I understand, the importance of academic referencing and I am aware of the academic regulations with regard to plagiarism/collusion.
- The Course team have explained the penalties for late work and how to apply for an extension where there are appropriate circumstances.
- I am aware of opportunities to give feedback in relation to my learning and experiences on the Course.
- I have read and I am following the College's COVID safety guidelines
- I know how I can report a hate crime or any sexual harassment concerns.
- I know how to use the College online systems including college email and MS Teams.



Frequently Asked Questions

What should I do if I lose my timetable?

You can see your timetable on the Student Portal at any time.

What should I do if I don't have my membership card?

If you have forgotten your membership card, reception or the evening administrator can issue you with a temporary membership sticker. If you have lost your card completely, you will need to buy a replacement. The current cost is £5.00.

What do I do if I am ill?

Should you be unavoidably absent from college, you should ring the Absence Hotline (01772 642020) between 08:15 and 16:30 on each day of absence. **Emailing your tutor to notify of absence is not an acceptable alternative.**

Where does lost property go?

Lost property will be taken to visitors' reception.

What should I do if I forget my password for the IT systems?

If you have already logged on you will have been prompted to use the password management system on Moodle: this records your answers to a few questions and allows you to reset your own password. If you continue to have problems, please use the following reset link: <https://www.runshaw.ac.uk/password-management-tools/>



